

Western Kentucky University Position Description

Title: Deaf and Hard of Hearing Coordinator

Date: April 19, 2006

Purpose of Position This state funded position is to meet legislative requirements for servicing academic needs of deaf and hard of hearing students.

Primary Duties and Responsibilities

The following duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted and assigned based on management discretion and institutional needs.

Full-time, twelve-month with benefits.

Approximately 50 percent service delivery and coordination and 50 percent administrative tasks.

Coordinate interpreters and provide post-secondary academic interpreting/transliterating for individuals who are deaf/hard of hearing for university classes, advising sessions, lectures, theatrical productions and other campus events.

Serve as Coordinator and sometimes serve as classroom interpreter.

Provide coordination and policy management of support services for students and potential students who are Deaf/Hard of Hearing.

Recruit and supervise part time and full time support service providers for deaf/hard of hearing services.

Provide financial management of deaf/hard of hearing budget.

Maintain all service-related records.

Assist with academic retention programs for Deaf and Hard of Hearing Students.

Secondary Duties and Responsibilities

Serve as community advocate.

Participate in on-going professional development including state, regional and national meetings.

Work closely with Coordinator of Student Disability Services to strengthen program.

Minimum Training and Experience Required

Baccalaureate Degree and a minimum of three years work experience is preferred.

Kentucky licensure is required for Kentucky applicants. If from out-of-state, the applicant MUST be able to obtain Kentucky licensure to continue into a second year as coordinator.

Knowledge and Skills Required

Kentucky licensure or ability to achieve Kentucky licensure in ASL.

Physical and Mental Abilities Required

Student-oriented

Strong organizational skills.

Budget management skills.

Recruitment skills.

Promotional skills.

Work in structured environment with little supervision.

If you are interested in this position or need more information please contact:

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